



DEPARTMENT OF PUBLIC WORKS  
147 HAMPSHIRE STREET  
CAMBRIDGE, MA 02139

SPECIAL EVENTS APPLICATION

Today's Date: \_\_\_\_\_

Check One of the Following:

☐ Street Closing - Description \_\_\_\_\_

☐ Road Race - Description \_\_\_\_\_

Name of Person/Organization \_\_\_\_\_

Location Requested \_\_\_\_\_

Road Race/Event Description \_\_\_\_\_

\_\_\_\_\_

Date Permit to Take Effect \_\_\_\_\_ Times Requested: From \_\_\_\_\_ To \_\_\_\_\_

Description of Event and/or Special Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many people expected to attend? \_\_\_\_\_

Person(s) responsible for cleanup? \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Work Telephone

A PUBLIC GATHERING OF 200 OR MORE PEOPLE WILL REQUIRE A POLICE DETAIL. Please call (617) 349-3352 for further information. Note: All scheduled and reserved City of Cambridge

sponsored Public Events have priority over non City events. Applications must be submitted two (2) weeks prior to requested date. Submission of application does not guarantee approval.

*PLEASE RETURN APPLICATION TO DPW AT THE ADDRESS LISTED ABOVE OR FAX COPY TO ANNETTE RODIBAUGH, OPERATIONS MANAGER AT (617) 349-4868.*